

Remember

Go to www.greenwoodsc.gov

To check out our job listings.

Be sure you complete the entire

Greenwood County application,

and turn in your application with a

current resume in a

timely fashion.

In many instances.....

Internships give one the opportunity to
add work experience to acquired
knowledge to equal :

"My Future Career Choice!"

Our Staff

Human Resource Director

Rhonda McAllister

Human Resource Assistant

Melissa Duff

Human Resource Analyst

Eve Kerr

HR Clerk/Intern Coordinator

GREENWOOD COUNTY
HUMAN RESOURCE
OFFICE IS LOCATED
@

600 Monument Street, Park
Plaza
Room 102, Box P-103
Greenwood, SC 29646

Phone:

864-942-8502/8503

Attention:

College

Juniors & Seniors

ARE YOU INTERESTED
IN WORKING AS A
PAID INTERN WITH
GREENWOODCOUNTY?

LOOK NO FURTHER...
INFORMATION IS
INSIDE OUR
BROCHURE.



"The only time
success comes
before work is in
the dictionary".

-Vince Lombardi

TEL : 864 942 8503

We are glad to provide this brochure to you as a guide on how to apply for an internship with Greenwood County.



We offer internships for the Spring, Summer, and Fall semesters. College Juniors or Seniors are encouraged to apply for these positions.

The jobs are in various departments across the county.

Internship openings are listed on our website:

www.greenwoodsc.gov

Look for Spring Intern openings to be listed on our website in mid-December/early January.

Summer openings are listed in mid-April and Fall openings are listed mid-August.

Being located in Greenwood, we are in close contact with Lander and Piedmont Tech. However, any college Junior or Senior who resides in close proximity to our offices is encouraged to apply.

We prefer students majoring in Political Science or Business but another major does not prevent you from being considered for an internship.

How do I apply?

Complete a Greenwood County application which you will find on the same page with our current job listings. Be sure to fill out the entire application including your work history and references. You may attach a current resume and cover letter.

Please submit to us via email:

hr@greenwoodsc.gov or you may submit in person to our Human Resource office located in Park Plaza, Room 102 at 600 Monument Street.

We do not accept applications unless the position is posted and a resume cannot be used instead of your completing the entire application!

You will be notified if chosen for an interview. To accommodate your school schedule, we usually do phone interviews.

Once all applications and interviews have been reviewed by our staff, offers of work will be made via telephone. Offers are contingent upon successful completion of all pre-employment requirements. Those who accept the offer will be scheduled for a drug screen and background check.

Once we receive clearance of these requirements, a Human Resource staff member will be calling to set up an

orientation appointment for you. During this call, you will be informed of the Department to which you will be assigned.

What will I be doing?

You will be working in one of our departments helping out with special projects; computer data entry; receptionist duties; filing paperwork; scanning just to name a few.

Interns may work up to 20 hours weekly. We work around your school schedule so you can meet school goals as well as gain worthwhile experience and meet college internship requirements.

We believe internships are a win-win, both for Greenwood County and our interns.

If you have any further questions, please email us at:

hr@greenwoodsc.gov

or call Carolyn McCoy (Intern Coordinator) @ 864.942.8503